



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAS PENSACOLA
190 RADFORD BLVD
PENSACOLA, FLORIDA 32508-5217

NASPNCLAINST 1770.1N
Code 11000
18 MAY 1995

IN REPLY REFER

NASPNCLA INSTRUCTION 1770.1N

Subj: CASUALTY ASSISTANCE CALLS PROGRAM (CACP)

Ref: (a) MILPERSMAN 4210140-4210160
(b) NAVMILPERSCOMINST 1770.1
(c) COMNAVBASEJAXINST 1770.1
(d) NASPNCLAINST 5360.6
(e) NAVOP 051/87

1. Purpose. To establish procedures and responsibilities for implementation of the Personal Notification Program and Casualty Assistance Calls Program (CACP) at NAS Pensacola per references (a), (b), and (c).

2. Cancellation. NASPNCLAINST 1770.1M

3. Background. The Personal Notification Program and the CACP, as established by reference (a) and further implemented by reference (b), are closely coordinated. The primary objective of the program is to ensure personal notification is made to the primary and secondary next-of-kin (PNOK/SNOK) in all cases of death and all cases of personnel who are missing, and a Casualty Assistance Calls Officer (CACO) is designated to assist the PNOK/SNOK of members who die or become missing while on active duty, active duty for training, or inactive duty training. The personal notification and CACP are usually carried out by the same individual.

4. Responsibility

a. Per reference (c), if the service person was a member of a local Navy activity or ship in port and the next-of-kin (NOK) resides locally (within 50 miles), that activity or ship will make notification, provide a CACO, and assume CACP responsibility for the NOK.

b. In addition to responsibility for service members of this command, the Casualty Assistance Calls and Funeral Honors Support (CAC/FHS) Program Coordinator for the Southeastern Zone, Commander, Naval Base, Jacksonville, has assigned the Commanding Officer, NAS Pensacola, responsibility for service persons who were members of activities or ships removed from the local area and whose NOK resides in Escambia, Holmes, Okaloosa, Santa Rosa, or Walton Counties in Florida; or Conecuh, Covington, Escambia, or Geneva Counties in Alabama. However, because of its location in Santa Rosa County, by verbal agreement, the Commanding Officer, NAS Whiting Field, will assume responsibility for personal notification and for providing a CACO when the NOK resides in the Milton, Florida, area.

c. The Personnel Support Officer (PSO) is assigned the responsibility for coordinating the CACP. In order to assure the availability of trained and qualified personnel for casualty assistance, the PSO will maintain a list of not less than six officers and eight senior enlisted members assigned

collateral duty as CACO's, and will ensure the NAS Pensacola Officer of the Day (OOD) has an up-to-date watchbill of assigned CACO's. During normal duty hours, the PSO will assign the CACO. However, if a casualty occurs or a casualty message is received after normal duty hours, the NAS Pensacola Command Duty Officer (CDO) shall have the responsibility of assigning the CACO from the watchbill. The PSO is responsible for keeping this watchbill up to date and informing those of any changes.

d. Casualty Assistance Calls Officers are responsible for familiarizing themselves with the provisions of references (a) through (e).

e. The NAS Pensacola Command Chaplain shall provide a Chaplain to accompany the CACO on the initial condolence visit. During normal working hours (Monday-Friday, 0730-1600), the CACO shall request Chaplain assistance from the Command Chaplain. Chaplain assistance required after normal working hours, on weekends, and holidays shall be coordinated via the NAS Pensacola OOD.

f. Naval Hospital Pensacola will provide a medical officer to accompany the CACO when the NOK is known to be ill or has a history of physical disability. The CACO shall request medical officer assistance from the Naval Hospital Branch Clinic during normal working hours and from Naval Hospital Pensacola after hours.

5. Action

a. In all cases wherein the Commanding Officer, NAS Pensacola, has responsibility for both the condolence call and the casualty assistance, the CACO will normally make the first visit on behalf of the Commanding Officer, offer condolence on behalf of the Navy, and counsel and advise on funeral arrangements and other emergency matters deemed appropriate.

b. Personal notification should be made as soon as practicable after the casualty information is received and should be made before a confirming telegram is received by the NOK. Personal notification should not be made between the hours of 2400 and 0600 unless the member was hospitalized and listed as seriously/very seriously ill or injured immediately preceding the death, or any of the member's NOK are already aware of the death or may learn of the death through other means.

c. When notification has been accomplished, the officer making the notification will telephone the Personnel Support Officer at 452-4219 or, if after duty hours, the OOD at 452-2353, as well as the command requiring the notification if other than NAS Pensacola. The PSO or OOD will immediately confirm this notification by message. The officer making notification will also call COMNAVBASE Jacksonville and report notification completed or report any unusual delay or problem encountered to the following:

CAC/FHS Program Coordinator (Code N111)
during working hours (0730-1630):

DSN: 942-4008/4010
Commercial: (904) 772-4008/
4010

NASPNCLAINST 1770.1N

18 MAY 1995

COMNAVBASE Jacksonville Duty Officer
during nonworking hours,
weekends, and holidays

BEEPER: (904) 346-7842

d. Pursuant to reference (e), a standby CACO will be assigned only at the direction of Chief of Naval Personnel when all the following conditions exist:

(1) The member is placed on the very seriously ill/injured list and is in imminent danger of loss of life; and

(2) Member's NOK reside overseas from the place of hospitalization.


TIMOTHY THOMSON

Distribution:

B

NAVHOSP Pensacola
NAVHOSPBRCCLINIC Pensacola
NAS Whiting Field
(NASPNCLAINST 5216.1Q)

Stocked:

Commanding Officer
NAS Pensacola
190 Radford Blvd
Pensacola, FL 32508-5217